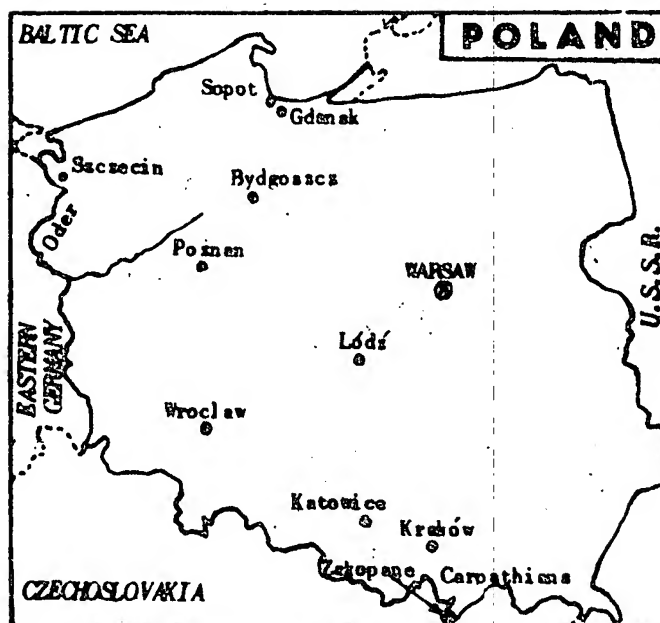


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CENTRAL INSTITUTE
OF SCIENTIFIC AND TECHNICAL DOCUMENTATION

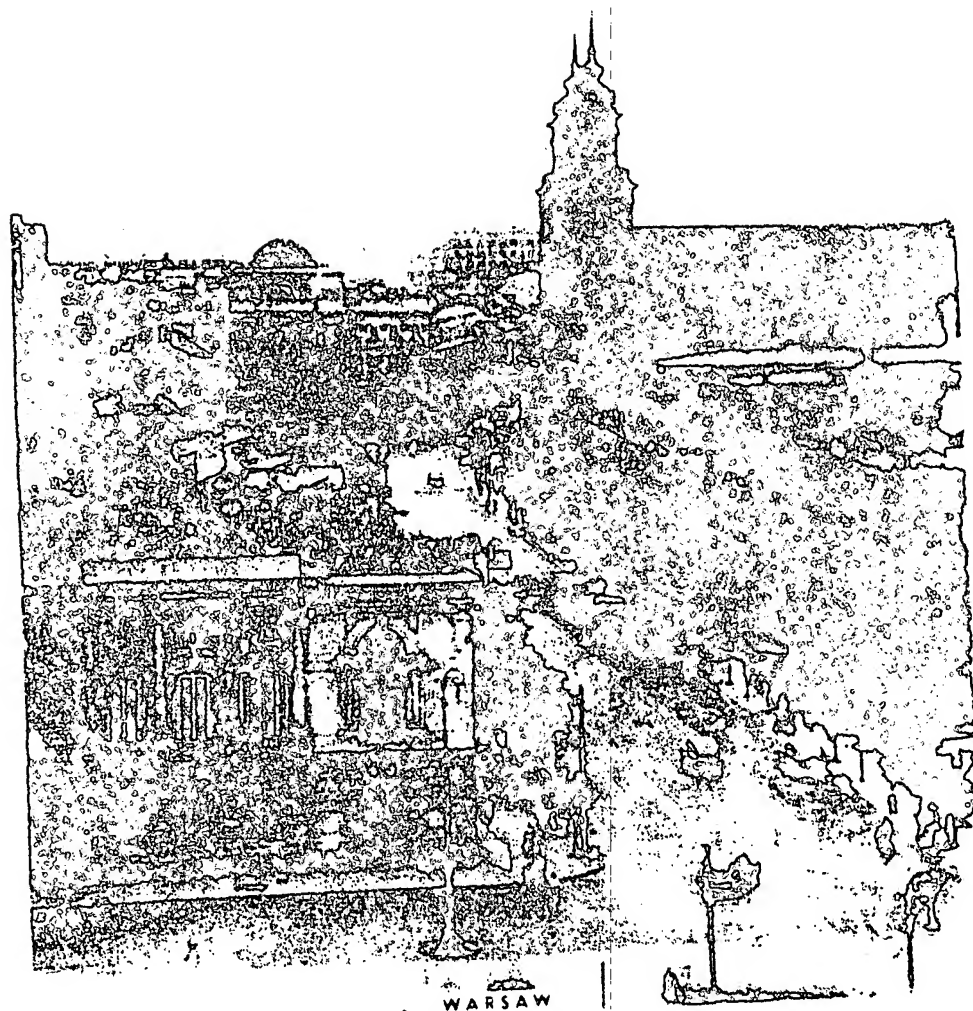
TRAINING OF DOCUMENTALISTS IN POLAND



Unclassified

WARSAW

1961



TRAINING OF DOCUMENTALISTS IN POLAND

The extant methods and forms of training the staff for the network of scientific and technical documentation in Poland, realized by the Central Institute for Scientific and Technical Documentation, is marked by a number of positive achievements. The preparation, however, of an exact and wide analysis of this training and the formulation, on the basis of such analysis, of adequate conclusions concerning further development of training of documentalists at various levels, would necessitate more profound studies by specialists in the field of methods, theory and propagation of documentation.

The necessity would also arise of undertaking studies concerning the demand for, and the level of personnel for various units in the documentation network, i.e. for the branch centres of documentation and for information units in industrial enterprises. Such a task would but exceed the frame of a short report and consequently the present work gives only some material and remarks characterizing the actual process of creation during the last ten years of the first groups of documentalists in Poland, initiated by the principal unit of the documentation network - the Central Institute for Scientific and Technical Documentation.

The training of documentalists in Poland has several stages. The first, introductory, period lasted from 1950 until 1954. This was the period of building the very foundations of the documentation service. The aim of the training was the preparation - in a rather short time - of new personnel for the Main Institute for Scientific and Technical Documentation (GIDNT), as well as of the personnel for few centres of scientific and technical documentation; it was necessary to acquaint these persons with the role and tasks of GIDNT and, above all, to establish the framework of documentation centres, which had to be created on a larger scale. The programs of the first courses for documentalists were prepared accordi-

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ngly. Their aim was to achieve "the acceleration of the documentation work in all the spheres of economic life, giving them a due course and securing a uniform character of work in all documentation centres"¹⁾. Documentation centres constituted namely the essence of the documentation work. The documentation centres were the links, which had not only to facilitate the creative work in their proper field, but had also to play an essential role in the general technical documentation and information service. At this stage, at the very foundation of organization of the documentation service manifests itself a system of decentralization, which will last during the whole 10-year period of the work of documentation services, the role and the function of CIDNT (later of CIDNT) consisting in co-ordination and indication of the development trends of documentation works.

The network of scientific and technical documentation in Poland is decentralized, i.e. the basic documentation activities are performed by specialized branch centres, subjected only to Central Institute for Scientific and Technical Documentation as to the general co-ordination and direction. The whole work of the scientific and documentation network in Poland is directed by the Central Institute for Scientific and Technical Documentation, to which are subjected in essential aspect 80 branch centres of scientific and technical documentation. Branch centres help documentation units in enterprises (their number is about 600).

The training courses organized during the 1-st period (1950-1954), owing to their duration and program, had rather the character of conferences. Two courses organized in 1950 comprised the following subjects:

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1) The stenographed text of a lecture given by Mr. Majewski, director of the CIDNT, during the first course for documentalists in 1950.

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1. Scope and subject of scientific and technical documentation	- 2 hours
2. Principles and methods of work of scientific and technical documentation	- 6 "
3. Decimal classification	- 8 "
4. Independent branch classifications	- 2 "
5. Principles of dissemination	- 4 "
6. Multiplication of documents	- 4 "
7. Subject and aims of bibliography	- 2 "
8. Kinds of bibliography	- 1 "
9. Scientific and technical bibliography	- 2 "
10. Librarianship	- 2 "

The staff of the Institute constituted the majority of lecturers (Mr. Z.Majewski, Mr. W.Baliński, Mr. T.Zamoyski, Mr. J.Zboraztyn, Mr. J.Stanslicki), others were not members of the staff of the Institute (Mr. A.Lysakowski, Mrs. H.Hleb-Koszańska, Mrs. Z.Kossonogowa).

From an analysis of lectures and exercises of these courses it is evident that a great stress was laid on principles and methods of scientific and technical documentation, next on decimal classification, dissemination and multiplication of documents. The result of these two courses was the training of 118 persons working in the GIDNT as well as in branch centres of scientific and technical documentation. This largely contributed to achieving uniformity of work methods in existing documentation centres.

It is interesting to note that at the very beginning of the development of the documentation service the necessity becomes apparent of acquiring practical knowledge of decimal classification. Between the first and the second courses a special training in the field of decimal classification was carried out, together with practical exercises on classification of scientific and technical periodicals and of books.

The principle of general training of documentalists will be interlinked during the following years with specialized

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training and will get finally the form of a branch training.

Two following training courses took place during 1951. The first one, of an informative character for the personnel of CIDNT, lasted three months (from January until March). The lectures were given once a week. The aim of the course was to acquaint the participants with the whole activity of the Institute.

The program contained the following subjects:

1. Problems of the Institute (Mr. Z.Majewski) . . . - 3 hours
2. The document, its scope and significance
(Mr. Z.Dobrowolski) - 3 "
3. Principles of dissemination (Mr. J.Zbor-
sztyn) - 3 "

Starting in 1952 CIDNT began to organize every year 2-or 3-week courses (with interruption of professional work) in order to train documentation staff, constantly increasing with the development of branch centres and documentation units of enterprises. In connection with this new forms of training are being developed, the number of lecturers is increasing, the programs of lectures are more developing.

Up to 1955 more than 40% of participants constituted the workers of branch documentation centres, graduated from secondary schools. Others were mainly persons graduated from universities (philosophy faculty). Since 1955 the percentage of persons, graduated from universities (technical and economic faculties) is rapidly increasing. The principle generally adopted was that in courses can participate only graduates from universities, and - in exceptional cases only - graduates from secondary schools (with several years of practice in documentation). The following table contains statistical data concerning participants of ten courses for documentalists, organized every year:

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No. of the course	Date of the course	Number of persons who finished the course		
		Total	Women	Men
I.	27. 5.1950	68	51	17
II.	14.11.1950	56	47	19
III.	21. 6.1952	44	35	9
IV.	14.12.1953	70	59	11
V.	2.11.1954	57	48	9
VI.	21.11.1955	82	68	14
VII.	5.11.1956	72	42	30
VIII.	10.10.1957	25	16	9
IX.	1.12.1958	37	30	7
X.	16.11.1959	54	46	8
		563	440	123

As is evident from this table, about 22% men and 78% women finished the courses. Out of the total number - 563 persons - about 60% were graduates from higher schools in various specialties.

A special stress must be laid on two courses (with interruption of professional work): the 7-th course for documentalists in 1956 and a similar course in 1957.

The Institute (CIDNT) wishing to cope with the steadily increasing requirements in the field of professional preparation of the scientific-technical documentation staff considerably extended and deepened the program of the 7-th course (in 1956). Such new subjects were introduced as: general principles of classification (3 hours), independent classification (3 hours), subject classification (2 hours), new documentation problems (2 hours). The lecturers prepared very detailed conspectuses of lectures and exercises. As regards organization, a stress was laid not so on the formal aspect, but mainly on the essence. The manager of the course cared for giving the course the due character in didactic respect. Owing to the fact that graduates from universities with a long practice in documentation service constituted the majority of participants, examinations were

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more severe than in previous years. The results of the examinations were excellent: 75% had passed the examination with a very good, the others - with a good result. This was the most successful course in the history of CIDNT.

During the next course (in 1957) the program was the same, great efforts were made towards its realization, but the results of the examinations were well below the average level. From among 23 examined persons, 10 obtained a very good result, 9 - a good result and 4 - a sufficient one. The reason was the level of the participants of the course. Their education was well below the average demonstrated by the participants in 1956. From among 25 participants there were only 4 graduates from universities, the others were graduates from secondary schools and had a more or less long practice in documentation service. For these participants the program was too high and too exigent.

In 1958 the program of the 9-th course for documentalists was established on a lower level, adapted to the average level of participants and during the examination the following results were obtained: 22 had a very good result, 15 - a good result, there was no sufficient or unsufficient result.

The dependence of the results of examination on the level of the program and of the participants during the course for documentalists in 1959 was similar.

Apart from courses for documentalists, CIDNT organized also a number of courses of a special character. In 1954 an one-week documentation course was organized for librarians of higher schools. The aim of the course was to acquaint the librarians with the methods of documentation work and with the use of decimal classification when abstracting scientific papers (for the degree of professor, doctor and master). 35 persons (all graduates from universities) from the libraries of universities, of technical, economic and agricultural colleges took part in this course.

In 1956, in connection with the introduction of a new network of wages for engineers and technicians working in scien-

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tific and research institutes, four courses for complementary training of the staff of CIDNT and branch documentation centres were organized (without interruption of professional work). Each course lasted 6 weeks (26 hours of lectures and 21 hours of practical exercises). At the end of each course the participants had to pass a qualifying examination before a special commission. After passing the examination with satisfactory result, the persons examined acquired the qualifications of technicians or laboratory worker, dependent on the possession of secondary education certificate. 193 persons finished the qualifying courses.

It is worth-while to mention here that because of starting in 1956 of four identical in program and level respect qualifying courses for technicians and laboratory workers, the program of such courses acquired some uniformity.

CIDNT also co-operates with the National Centre for training librarians by correspondence - in the field of training the staff for special libraries. This centre started in 1954 library courses on a medium level for librarians of special libraries in industrial enterprises - on the basis of a program prepared by CIDNT and by the Ministry of Culture and Arts. The program of these courses comprises library and documentation problems. The program of lectures is therefore divided into 2 parts: the library and documentation ones. According to this division, two categories of conspectuses were published, containing information necessary for the librarian of a special library and for the documentalist in an industrial enterprise. The library part contains the following subjects:

1. The library and reading in People's Poland.
2. Acquisition of books.
3. Recording collections of books.
4. Library catalogues, part I and II.
5. Division and consequence of book collections.
6. Means of access to books.
7. Library quarters and equipment of a library.
8. Organization of a library.

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9. Information concerning the book and other library materials.
10. Co-operation between the librarian and the reader.

The documentation part comprises the following subjects and lecturers.

The subjects from technology and scientific documentation will be dealt with when we come to individual chapters of conspectuses.

1. Role of technical progress in economic life of a nation building socialism (Mr. Telechun) - 144 pages.

I. Planning national economy:

1. Planned economy and national economic plans.
2. Planned economy in Soviet Union.
3. Planned economy in People's Poland.
4. Tasks and features of national economic plans.
5. Kinds of national economic plans.
6. The Five year Plan and conditions of its realization.

II. Technical progress as an element of realization of national economic plans:

1. Definition of technical progress.
2. Main trends of technical progress in the Five year Plan.
3. Role of scientific research in technical progress.
4. Elements hampering the development of technical progress.
5. Role of technical progress in realization of national economic plans.

III. Directives concerning the development of the Polish economy in 1956-1958.

1. Economic policy in 1956-1958.
2. Main trends of industrial development in 1959 - 1965.
3. Investments in 1961-1965 and their efficiency.
4. Rising of the standard of life in 1961 - 1965.
5. Principal conditions of realization of directives concerning the industrial development in 1961-1965.

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IV. Scientific and technical documentation as an instrument of technical progress.

1. Necessity of a special information service for technology.
2. Organization and activity of scientific and technical documentation network in Poland.
3. Documentation activities:
 - a) Preparation of documents.
 - b) Provision of documentational information.
4. Special libraries in industrial enterprises.
5. Influence of scientific and technical documentation and of technical libraries on the acceleration of technical progress.

Questions for repeating the subject of the lecture.
Bibliography (literature).

c. Document and documentation (Mr. Majewski) - 24 pages.

Contents:

Document and its forms.

- I. Concept of a document.
- II. Document and its history.
- III. Kinds and forms of a document.
- IV. Original, secondary and derivative documents.
- V. Copyright.

Scientific and technical documentation.

- I. Scientific and technical documentation. Technical documentation.
- II. Elements of scientific and technical documentation.
- III. Scientific and technical documentation versus special libraries and bibliography.
- IV. Aims and tasks of scientific and technical documentation.
- V. Characteristical features of Polish scientific and technical documentation.

Questions for repeating the subject of the lecture.
Bibliography (literature).

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3. Scientific and technical documentation network in Poland and abroad. (Mr. Z. Majewski) - 27 pages.

I. Introduction

1. Centralized and decentralized organization of scientific documentation.
2. Concept of the network Administrative and functional dependence.

II. Organization of scientific and technical documentation network in Poland.

1. Central Institute for Scientific and Technical Documentation (CIDNT).
2. Branch centres of scientific and technical documentation.
3. Documentation centres in enterprises.
4. General scheme of Polish scientific and technical documentation network.
 - a) sphere of activities of CIDNT,
 - b) sphere of work of branch centres scientific and technical documentation,
 - c) sphere of work of documentation centres in enterprises.
5. Scientific and technical documentation network and special libraries network.

III. Organization of scientific and technical information abroad.

1. Soviet Union.
2. People's democracy countries.
3. Capitalistic countries.

IV. Conclusion.

Questions for repeating the subject of the lectures.
Bibliography (literature).

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4. Scientific and technical documentation unit in an enterprise. (Mr. Mikołajski) - 36 pages.

Contents:

Introduction.

Part one.

- I. Role of a documentation unit in an enterprise.
- II. Elements of a documentation unit in an enterprise:
 1. Staff.
 2. Financial means.
 3. Premises.
 4. Equipment.
- III. Tasks of a documentation unit in an enterprise.
- IV. Information and documentation activities of a documentation unit in an enterprise.
 1. General principles.
 2. Collection of materials for information purposes.
 3. Preparation of documentational information.
 4. Dissemination of documentational information.
- V. Other works of a documentation unit of firm.

Part two.

- I. Collection of information materials:
 1. General principles.
 2. Searching and systematic collection of materials.
 3. Immediate search of documentational information.
 4. Means and sources of obtaining auxiliary information.
- II. Preparation of information.
 1. General principles.
 2. Bibliographic and documentation lists.
 3. Formulation of requirements by the recipient (user).
 4. Lists of results of search.

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III. Dissemination.

IV. Information materials.

1. General indications.
2. Reference file.
 - a) Problem card.
 - b) Recipient (user) card.
3. Documentation file.
4. Subject index of decimal classification.
5. Collections of cuts from daily and professional press.
6. Collection of legal regulations.
7. Collections of patent descriptions and standards.
8. Books of reference.

V. Methods of information work.

1. General principles.
2. Links with the main branch library, CIDNT and the central administration library.
3. Reporting and control.

Conclusions.

Questions for repeating the text of the lectures.

5. Documentation file (Mrs. S. Osmólska) - 60 pages.

Introduction

I. Definition of a documentation file.

II. Documentation description.

1. Auxiliary information.
2. Essential bibliographic description of a document.
 - a) Independent documents
 - b) Non-independent documents.
3. Analysis of a document.
4. Specification number of a documentation card.
5. Bibliographic note.

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III. Documentational description of special documents.

1. Patent descriptions.
2. Improvements done by the staff.
3. Standards.
4. Commercial catalogues.
5. Reviews.
6. Fragments.
7. Translations.
 - a) Independent translations (in publishing respect).
 - b) Non-independent translations (in publishing respect).
8. Scientific reports of universities.

IV. Documentation description of audio-visual documents.

V. Transcriptions of foreign alphabets.

VI. Arrangement and using of documentation file.

1. Systematizing cards according to D.C. notations.
2. Other systems of documentation files.
3. Searching material in documentation file.
4. Mechanization of searching in a documentation file.

VII. Abbreviations and signs used in documentation cards.

1. Scientific and research institutes.
2. Higher schools.
3. Titles of periodicals.
4. Various abbreviations and signs
 - a) Year of publication of the document
 - b) Language of the document
 - c) Names of countries
 - d) Publishing houses
 - e) Names of months
 - f) Indication concerning possession of document
 - g) Degree of difficulty of document
 - h) Other abbreviations.

Questions for repeating the subject of the lectures.

Written exercises.

Bibliography (literature).

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6. Document reproduction (Mr. D.Mendrzycki) - 36 pages.

Contents:

- I. Reproduction and multiplication as means of dissemination and of protection of documents.
- II. Document reproduction and multiplication .
 1. Photographic materials and their use.
 2. Laboratory finish of photocopies and microfilms.
 3. Contact copying equipment.
 4. Optical copying equipment.
 5. Equipment for enlarging.
 6. Reproduction equipment.
 7. Microfilm.
 8. Offset multiplication.
 9. Microprint.
- III. Various reproduction and multiplication techniques from the point of view of economy of production and exploitation.

Questions for repeating the subject of the lectures.

Bibliography (literature).

7. Scientific and technical information, its forms and dissemination. (Mr. T.Pionkowski) - 104 pages.

Contents:

- I. Aims and tasks of scientific and technical information service.
 1. Aims.
 2. Tasks.
- II. Professional training of personnel for scientific and technical information services.
 1. Qualifications of an engineer of scientific and technical information.
 2. Qualifications of a technician of scientific-technical information.
- III. Sources of information and means of using them.
 - A. Sources of information in documentation unit of enterprise.

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1. Documentation file.
2. Collection of documentation reviews.
3. Collection of standards specifications.
4. Collection of literature pertaining to patents.
5. File of subject documentation lists.
6. Special retrospective bibliographies.
7. Library catalogues.
8. Publishers' catalogues.
9. Collections of advertising publications.
10. Non-abstracted literature.

B. Sources of information in documentation centres of a higher level.

IV. Subject documental information - types and means of preparation.

1. Individual information.
2. Continuous .
3. Reports.
4. Means of preparation .

V. Dissemination of documental information.

1. Forms of documental information in the CIDNT.
2. Forms of documental information in a branch centre of scientific and technical documentation.
3. Forms of documental information in a documentation centre of an enterprise.

VI. Acquirement of photocopies and translations.

1. Information concerning location of documents.
2. Acquirement of photocopies and microfilms.
3. Acquirement of translations.

VII. Propagation and popularization of scientific and technical documentation.

1. Aims and tasks of propagation of scientific and technical documentation.
2. Means of propagation.
3. Propagation and popularization activities.

Questions for repeating the contents of the lectures.
Bibliography (literature).

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CIDNT participated in organization of courses as well as in realization of the program of courses on library science by correspondence. Representatives of CIDNT had lectures and took part in final examinations as members of the Examination Commission. The greatest, however, achievement of the Institute in the field of training the personnel for special libraries was its activity in the field of professional advice during preparation and approval of the conspectuses; it should be here pointed out that the conspectuses concerning documentation and in some part also librarianship were prepared in the Institute. About 1500 persons finished the courses of librarianship by correspondence.

It is convenient to state that the lack of a satisfactory concept of training special librarians gives in consequence a non-uniform plan of training, which does not take in consideration various forms of training and the needs of special libraries in industrial enterprises.

The State School for Scientific and Technical Documentation.

The random 2- and 3-week courses, organized each year by CIDNT and for persons actually employed in scientific-technical documentation network gave the possibility to study only the general problems of documentation and technical librarianship, and did not secure a regular, systematic inflow of new personnel. Taking in consideration the above needs concerning the policy of documentation service staff, on the initiative of CIDNT in 1958-1959 was organized the State School for Scientific and Technical Documentation.

The school has a statute designating its name, the actual organization and the development trends for the future. The statute designates the rights and obligations of the director, of teachers and of students and regulates economic questions.

According to the statute, the State School for Scientific and Technical Documentation is a school for the youth and comes under the Ministry of Education as an independent administrative unit, having the character of a scientific institution.

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A decision of the Minister of Education is necessary for opening, transformation or liquidation of the school. The district school supervisor designates the director of the school. The director manages and represents the school and is responsible to appropriate authorities for the scientific and educational level as also for the economic situation of the school; he also co-operates with the Central Institute for Scientific and Technical Documentation - tutelary institution of the school. The Pedagogic Council, whose tasks are designated by special regulations, is a consultative body of the school's director. Lecturers on different subjects are responsible for the realization of the program and the results of teaching. There exists in the school a Tutelary Committee, consisting of representatives of the economic life, of the Central Institute for Scientific and Technical Documentation, of the Scientific Council of the CIDNT and of the School.

The task of the school is the preparation of graduates from technical and general secondary schools for professional work, as assistants in documentation services. The teaching extends over two years, each year being divided into winter and summer terms. The teaching has the form of lectures, exercises and practical work in laboratories, according to the program approved by the Ministry of Education. The curriculum of the school comprises professional, auxiliary and general subjects.

To the group of professional subjects belong:

1. Scientific and technical documentation
2. Librarianship
3. Information concerning books and periodicals
4. Bibliography
5. Selected problems from technology
6. Industrial enterprise economy
7. Political economy
8. Economic geography
9. Selected problems of law

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10. Routine office work, with correspondence
11. Typing.

The main items of program directives for professional subjects are:

Scientific and technical documentation

1. Concept, aims and functions of scientific and technical documentation.
2. The document, its kinds and forms.
3. Sources and tools of scientific and technical documentation.
4. Organization of scientific and technical documentation in Poland.
5. Organization and activity in the field of scientific and technical documentation abroad.
6. Co-operation with foreign countries.
7. Organization of documental collections.
8. The principles and methods of preparing abstracts.
9. Documental description of special written and audiovisual documents.
10. Scientific and technical documentation as an element of technical progress.
11. History of bibliography of Polish technical literature.
12. New trends and tendencies in scientific and technical documentation.
13. Copyright, patent law.
14. Financial and administrative problems in documentation work.

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15. Concept of classification and systematization.
16. Classification of various subjects.
17. Order of classes.
18. Alphabetic and systematic classification in general.
19. Systematic classification.
20. Individual systematics of documents.
21. Special classifications - independent of universally used systems.
22. Classification systems used in individual centres of documentation.
23. Decimal classification-general character.
24. Detailed characteristic of the system.
25. Groups 1, 2, 3.
26. Groups 5, 6, 7.
27. Groups 8, 9, 0.
28. Auxiliary notations.
29. Classification tables.
30. Technique of classification.
31. Exercises in the field of classification.
32. Concept, kinds and aims of scientific and technical information.
33. Forms of scientific and technical information.
34. Users of documentation services.
35. Sources and tools of scientific and technical information.

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36. Thematic information, forms and means of preparation.
37. Dissemination of scientific and technical information.
38. Providing photo-reproductions and translations of documents.
39. Propagation and popularization of scientific and technical documentation.
40. Propagation and popularization of new technology and the propagation of scientific and technical documentation.
41. Forms of propagation.
42. Organization and means of propagation of scientific and technical documentation multiplication of documents.
43. Review and development of multiplication methods.
44. Duplication by means of alcohol.
45. Reproduction by means of albumen Protein multigraphers.
46. Offset office machines.
47. Special methods of preparation of matrices.
48. Work organization.
49. Blueprints.
50. Photocopies.
51. Microfilms.
52. Kinds of equipment for microfilm documentation.
53. Printing.
54. Selected printing and printing shop work.

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55. Mechanization of documentation work.
56. General problems in mechanization.
57. General principles of mechanization and automation of documentation work.
58. Documentation files and mechanics of selection.
59. Various card indices; kinds and possibilities of errors.
60. Devices and machines for mechanization of files .
61. Choice of a system of classification, appropriate for mechanization systems in various sections.
62. Application of mechanization in various sections.

Librarianship

1. General knowledge on librarianship.
2. Libraries and reading in Polish People's Republic, attention to special libraries.
3. Organization of a library, its equipment.
4. Acquisition.
5. Recording book collection.
6. Library catalogues.
7. Preparation of a library catalogue.
8. Classification and subject catalogues.
9. Arrangement and conservation of library collections.
10. Circulation.
11. Information service in a technical library.
12. Readership.
13. Planning, reporting.

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Information on books and periodicals

1. General information. Era of the written book.
2. Role played by books in the period of community. The book in the period of slavery.
3. Writing material and instruments. Creation and development of the alphabet.
4. Scrolls. Collections of books in antiquity. The book in feudal era.
5. Writing materials. Creation and development of first type faces.
6. Manuscript book, its contents, production and functions. Mediaeval libraries.
7. Visit to a library (manuscript book).
Era of printed book.
8. Invention of printing. First printed books and their structure (incunabula).
9. Main centres of typography in 15-th century.
10. Influence of the Renaissance and of the Reformation on the contents, production and circulation of a book. Typography in the 16-th century.
11. Booktrade and libraries in the 16-th century. The book in feudal era and creation of capitalism.
12. Production of printed works, books and libraries in 17-th century.
13. Printing, dissemination of the book and libraries in the period in Enlightenment.
14. Visit to a library (printed book).
The book in the period of capitalism.
15. Creation and development of industrial production of books.
16. Publishing activities, booktrade and libraries in the first half of the 19-th century.
17. The book in the period of imperialism.

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18. The book in Soviet Union and in People's Democracy countries.
19. The book in Polish People's Republic.
Preparation of the modern book.
20. Paper-main raw material for the production of a book.
21. Publishing office.
22. Printing house.
23. Visit to sectional printing house.
24. Technique of hand-setting, of making up, and of correction.
25. Machine-set. Stereotypes.
26. Print and printing machines.
27. Book-binding.
28. Engraving processes.
29. Visit to a reproduction establishment.
30. Control of the technical quality of books.
Characteristic and composition of contents of newspapers and periodicals.
31. General characteristic of newspapers and periodicals.
32. Journal, weeklies, fortnightlies.
33. Monthly and bi-monthly periodicals.
34. Quarterlies and annuals.
Characterization of standards, patent-descriptions, catalogues, price-lists, photocopies and microfilms.
35. Standard specifications.
36. Patent descriptions.
37. Catalogues, industrial and commercial price-lists.
38. Photocopies and microfilms.

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Bibliography

I. Aim and development of bibliography

1. General information.
2. First stage of bibliography before the invention of printing.
3. Development of bibliography and its aims after the invention of printing.

II. Kinds of bibliography.

1. Sphere of activity and extent of bibliography.
2. Division of bibliography taking in consideration its sphere of activity and extent.
3. Division of bibliography taking in consideration the method of elaboration.
4. Bibliographies of bibliography.

III. Systems and forms of bibliography.

IV. Review of bibliographies in Poland and abroad.

1. Bibliography in Poland in the 17-th and 18-th centuries.
2. Bibliography in Poland in the 19-th and 20-th centuries up to 1959.
3. Special retrospective bibliographies.
4. Current bibliographies.
5. Recommending bibliographies.
6. Organization of bibliography after the second world war.
7. Bibliography in the Soviet Union.
8. Current and general bibliographies in other countries.

V. Technical bibliography in Poland.

1. Development of bibliography from 19-th century up to the second world war.

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2. Bibliography of various branches of technology, industry and handicraft.
3. Bibliography after the second world war:
retrospective bibliography, current bibliographic re-views.

VI. Methods of elaborating bibliographies.

1. Bibliographic unit.
2. Difference between a catalogue description and a bibliographic description.
3. Kinds of bibliographic descriptions.
4. Analysis of prints described.
5. Preparation of bibliographic lists.
6. Methods of preparing lists of recommended publications.

VII. Utilization of bibliographies.

1. Utilization of bibliographies by a documentalist.
2. Utilization of bibliographies by a librarian.
3. Utilization of bibliographies by a user.

Selected technological problems.

1. Concept of technology and impulses towards its development.
2. Development of technology in prehistoric times, in antiquity and in mediaeval times.
3. Development of technology since Renaissance until the Industrial Revolution.
4. Technology in the 19-th century
Technology in the 20-th century
5. Nuclear technology.
6. Engineering science in the 20-th century.
7. Development of teletechnics.
8. Electronics.

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9. Automation.
10. Aeronautics.
11. Astronautics and jet engine.
12. Synthetic substances.
13. Actual problems of development of technology in Poland.

Economics of enterprises

1. General information: Turnover of goods. Concept and aims of socialist commerce. Home and foreign trade. Co-operative and private commerce.
Administrative authorities in commerce. Principle of division into separate lines of business. Main organizations of wholesale and retail commerce in Poland.

II. Organization and technique of wholesale trade.

III. Organization and technique of retail trade.

IV. Auxiliary production and services.

V. Economics of a commercial enterprise.

Political economy of socialism

Economic geography

1. Introduction: a) economic geography as - a science,
b) geographic environment.
2. World population: analysis of statistics and of maps.
3. Plant raw material in world economy.
4. Animal raw material in world economy.
5. Forests in world economy.
6. Mining (analysis of maps and of statistics).

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7. Industry (analysis of maps, interdependence of phenomena: density of population, energy resources, development of industry).
8. Communication and transport (analysis of maps, interdependence of phenomena, development of industry and communication network density)
9. World commerce:
 - a) analysis of statistics, press reports
 - b) exchange of services and capitals
 - c) social income.

Selected law problems

A. State and law.

1. Concept of state and law.
2. General concept of law.
3. Sources of law.

B. Civil law.

4. General part of civil law.
5. Law of estate.
6. Law of contracts (of obligations).
7. Successorial law.
8. Law of family.

C. Selected topics of industrial law.

9. Concept of handicraft. Concessioning of private enterprises.

D. Selected topics of commercial law.

10. Commercial companies.
11. Bill of exchange.
12. Cheque.

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E. Law of labour.

13. Labour contract.

F. Civil procedure.

14. Procedure of courts and arbitration organisation.

G. Administrative law.

15. Administrative act, penal-administrative law.

H. Financial law.

16. Concept of world's finances.

J. Penal law.

17. Penal (substantive) law.

18. Penal procedure.

Routine office work with correspondence

1. Concept and tasks of an office.
2. Organization of office work: planning of work, labour division, co-ordination of work, supervision and control, reporting, harmonograms of office work.
3. Office rooms and their equipment: division and equipment of the office, files, typewriters, auxiliary apparatus and materials, communication and signal installations in the office.
4. Circulation of and attention to current documents in the office: reception of documents, correspondence, dispatch of correspondence, schemes for of circulation correspondence.
5. General knowledge on letters: exterior aspect of a letter, interior structure of a letter.

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6. Correspondence concerning goods turn-over.
7. Correspondence concerning transport and insurance of goods.
8. Financial correspondence.
9. Correspondence of institutions with units on higher level.
10. Correspondence concerning organizational questions.
11. Minutes, reports, memoranda.
12. Correspondence concerning personnel.
13. Authorizations, powers of attorney, documents concerning accession and receipt.
14. Classification and storage of correspondence.

To the group of auxiliary subjects, the knowledge of which is necessary for scientific and technical documentation auxiliary staff, belong:

Russian language

Deepening and extension of knowledge gained by students in secondary schools to a degree sufficient for active knowledge of the language in order to facilitate to graduates from the school the execution of professional work.

1. Training in speaking, reading and writing:
 - a) Increasing the vocabulary (1000 new words, mainly from technical and general economic terminology);
 - b) Translation of technical texts from Russian into Polish, and from Polish into Russian (from material under study);
 - c) Acquiring practice in using a dictionary of 2 languages;
 - d) Conversation on professional subjects; questions and answers; long, independent discussions of students.
2. Selected topics of grammar and spelling.
3. Recollection and consolidation (by means of exercises) mainly those questions in which students show a lack of know-

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ledge.

English and German languages

1. Teaching from the beginning according to secondary school program.
2. Stress laid on technical and general economic vocabulary, especially during higher terms.
3. Acquiring such knowledge of the written and spoken language as to be able to read and to understand the texts.

The physical training including sport and games was introduced into the curriculum of the school. The plan of education in the school is the following:

No	Subjects of lectures	Number of periods per week in terms				Total of lecture hours
		I	II	III	IV	
	<u>A. Professional</u>					
1.	Scientific and technical documentation	5	5	6	6	22
2.	Librarianship	3	3	3	3	12
3.	Book and periodical science	2	2	-	-	4
4.	Bibliography	2	2	-	-	4
5.	Selected problems from technology	4	4	4	4	16
6.	Industrial enterprise economy	-	-	3	3	6
7.	Political economy	2	2	2	2	8
8.	Economic geography	2	2	-	-	4
9.	Selected problems of law.	-	-	2	2	4
10.	Routine office work, with correspondence	2	2	-	-	4
11.	Typing	-	-	2	2	4
	Total A:	22	22	22	22	88

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No	Subjects of lectures	Number of periods per week in terms				Total of lecture hours
		I	II	III	IV	
	<u>B. Auxiliary</u>					
1.	Russian language	2	2	2	2	8
2.	English language	6	6	6	6	24
3.	German language	6	6	6	6	24
	<u>Total B:</u>	14	14	14	14	56
	<u>C. General education</u>					
15.	Physical training	2	2	2	2	8
	<u>A + B + C</u>	38	38	38	38	152

To enter the school (first year) the candidate must have completed certificated technical or general education. In the case of a higher number of candidates than the number of vacancies, the admission is based on the results of examinations: from mathematics, physics or chemistry and a foreign language on secondary schools program basis; candidates with a 10-month professional practice have priority.

The students are obliged to attend all lectures, exercises and practical works in the school; they are also obliged to have every year four weeks of practical, professional work in the field of documentation and librarianship; this practice is based on a program (approved by the Ministry of Education) in branch centres and in documentation units of enterprises, as well as in technical libraries. The aim of the practice is the consolidation of theoretical knowledge acquired in the school and deepening of its practical application in the field

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of documentation and librarianship to which students are to a certain degree prepared owing to exercises at school.

Each student has a note-book containing a list of obligatory subjects, laboratory exercises and practical work and indicating the results obtained at examinations. The evaluation of student's work is based on results of examinations held at the end of every term and on the opinion on his practical work. Good results of examinations and of the professional practice are necessary for the student to pass on to a higher course. Studies at the school are rounded off by a final diploma examination to which are accepted only those students who had good marks at the end of the second year of education (all subjects, exercises, laboratory work and professional practice). After a satisfactory final examination, students obtain the diploma certifying their termination of studies in the State School for Scientific and Technical Documentation and granting them the title of documentalist-technician. Graduates of the School, as diplomased documentalists technicians, have the possibility to work in scientific and technical documentation service, in branch centres, as well as in documentation units of enterprises.

The program of the State School for Scientific and Technical Documentation has librarianship as the second professional subject; special stress is laid on problems concerning special libraries, the library organization, the technique of library work and their close co-operation with scientific and technical documentation. Consequently graduates of the school independently from the possibilities of working in documentation network will be welcomed in library service and especially in special libraries, which lack of staff prepared for professional work in libraries of this type. Only 20% of libraries have a staff trained in courses by correspondence which are the only form of training comprising to a certain degree, special library problems. The other schools and library courses do not consider in their programs the problems of special libraries and give to their graduates a limited knowledge, sufficient for the special library service.

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The State School for Scientific and Technical Documentation, as is said above, has been created owing to the initiative of CIDNT, which is also a tutelary institution of the School. Being a member of the Tutelary Committee, the Institute supervises its right professional trend. The Institute, with the co-operation of the School, elaborated a plan of education, the statute of the School, and a program for basic professional subjects, namely: the program of scientific and technical documentation, librarianship, selected problems from technology and bibliography. The above subjects and information on books and periodicals, which constitute 50% of professional subjects and 30% of the whole plan of education, are taught by professionally qualified lecturers of the Institute. Besides, the Institute elaborated for students of the School a program of professional practical work in the best branch centres of documentation and in technical libraries.

The creation, owing to the initiative of CIDNT, of a school for scientific and technical documentation with a 2-year program, is a bold action in the field of training, is an expression of documentation service policy, aiming to secure a systematic and regular afflux of young workers. The first documentalists technicians, who finished the school in 1960, will increase the documentation staff.

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Enclosure I

Warsaw 25.11.1958

Time - table
of lectures and practical exercises
from 1.12 to 13.12.1958
of the 9-th course for documentalists

Date	hours	Title of lectures and exercises	Lecturer
1.12 Monday	9 ⁰⁰ -9 ⁴⁵	Documentation - subject and tasks. (lecture)	Prof. Z.Majewski
"	10 ⁰⁰ -10 ⁴⁵	Document and its kinds. Copyright. (lecture)	Prof. Z.Majewski
"	11 ⁰⁰ -11 ⁴⁵	Tasks of documentation in socialism. (lecture)	Mr. S.Telechun, eng.
"	12 ⁰⁰ -12 ⁴⁵	Scientific-technical do- cumentation network in Poland. (lecture)	Mr. S.Telechun, eng.
"	13 ⁰⁰ -13 ⁴⁵	Sources and tools of scientific and technical documentation. (lecture)	Mr. S.Telechun, eng.
2.12 Tues- day	9 ⁰⁰ -9 ⁴⁵	Information on books. (lecture)	Mr. E.Kossuth
"	10 ⁰⁰ -10 ⁴⁵	Librarianship. Technical libraries. (lecture)	Prof. R.Przelasko- wski
"	11 ⁰⁰ -11 ⁴⁵	Sources and tools of scientific and technical documentation. (lecture)	Mr. S.Telechun, eng.
"	12 ⁰⁰ -12 ⁴⁵	Organization and forms of documentation activi- ties abroad. (lecture)	Prof. Z.Majewski
"	13 ⁰⁰ -13 ⁴⁵	Technique of documenta- tion description. (lecture)	Mrs. S.Osmólska

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Date	hours	Title of lectures and exercises	Lecturer
3.12. Wednesday	8 ⁰⁰ - 9 ⁴⁵	Librarianship. Technical libraries. (lecture)	Prof. R.Przelaskowski
"	10 ⁰⁰ - 11 ⁴⁵	Bibliography. (lecture)	Mr. M.Dembowski
"	12 ⁰⁰ - 13 ⁴⁵	Technique of documentation description. (lecture)	Mrs. S.Osmólska
4.12 Thursday	8 ⁰⁰ - 9 ⁴⁵	Bibliography (end) (lecture)	Mr. M.Dembowski
"	10 ⁰⁰ - 11 ⁴⁵	Decimal classification. (lecture)	Mrs. S.Osmólska
"	12 ⁰⁰ - 13 ⁴⁵	Librarianship. Technical libraries (continued). (lecture)	Prof. R.Przelaskowski
5.12 Friday	8 ⁰⁰ - 8 ⁴⁵	Documentation reviews. (lecture)	Mrs. Z.Pużjanowska
"	9 ⁰⁰ - 10 ⁴⁵	Decimal classification (continued). (lecture)	Mrs. S.Osmólska
"	11 ⁰⁰ - 12 ⁴⁵	Librarianship. Technical libraries (end). (lecture)	Prof. R.Przelaskowski
"	13 ⁰⁰ - 13 ⁴⁵	Technique of documentation description (continued). (lecture)	Mrs. S.Osmólska
6.12 Saturday	8 ⁰⁰ - 9 ⁴⁵	Technique of documentation description (end) (lecture)	Mrs. S.Osmólska
"	10 ⁰⁰ - 11 ⁴⁵	Mechanization of documentation work.	Mr. M.Nikołajski, eng.
"	12 ⁰⁰ - 13 ⁴⁵	Location of equipment in a documentation centre.	Mr. M.Nikołajski, eng.

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Date	hours	Title of lectures and exercises	Lecturer
8.12 Monday	8 ⁰⁰ - 9 ⁴⁵	Scientific and technical information. (lecture)	Mr. T.Pionkowski, eng
"	10 ⁰⁰ -11 ⁴⁵	Multiplication and reproduction of documentation. (lecture)	Prof. Z.Majewski
"	12 ⁰⁰ -13 ⁴⁵	Exercises from documentation description.	Mrs. S.Osmólska
9.12 Tuesday	8 ⁰⁰ - 9 ⁴⁵	Scientific and technical information (continued). (lecture)	Mr. T.Pionkowski, eng.
"	10 ⁰⁰ -11 ⁴⁵	Decimal classification (continued). (lecture)	Mrs. S.Osmólska
"	12 ⁰⁰ -13 ⁴⁵	Propagation of documentation.	Mr. R.Paś
10.12 Wednesday	8 ⁰⁰ - 9 ⁴⁵	Decimal classification.	Mrs. S.Osmólska
"	10 ⁰⁰ -11 ⁴⁵	Exercises from classification.	Mrs. H.Wolter
"	12 ⁰⁰ -13 ⁴⁵	Multiplication and reproduction of documents. (lecture)	Prof. Z.Majewski
11.12 Thursday	8 ⁰⁰ - 9 ⁴⁵	Subject classification.	Dr. J.Kossonoga
"	10 ⁰⁰ -11 ⁴⁵	Exercises from classification.	Mrs. H.Wolter
"	12 ⁰⁰ -13 ⁴⁵	Decimal classification (continued) (lecture)	Mrs. S.Osmólska

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Date	hours	Title of lectures and exerci- ses	Lecturer
12.12 Friday	8 ⁰⁰ -9 ⁴⁵	Scientific and technical information (end). (lecture)	Mr. T.Pionkowski, eng.
"	10 ⁰⁰ -11 ⁴⁵	Subject classification (end) (lecture)	Dr. J.Kossonoga
"	12 ⁰⁰ -12 ⁴⁵	Decimal classification (end) (lecture)	Mrs. S.Osmólska
"	13 ⁰⁰ -13 ⁴⁵	Exercises from document multiplication.	Mr. J.Staśkiewicz
"	14 ⁰⁰ -14 ⁴⁵	Exercises from document multiplication.	Mr. S.Cybulski
13.12 Satur- day	9 ⁰⁰ -13 ⁰⁰	E X A M I N A T I O N S	

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